

**Addendum for the**

**MEAP District Coordinator Handbook**

**For the Academic Year**

**2005-2006**

**(Spring 2006)**

STATE OF MICHIGAN  
STATE BOARD OF EDUCATION

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The pages in this document are intended to replace or update the same pages in your MEAP District Coordinator Handbook for the Academic Year 2005-2006. New or updated information is in **bold print with gray shading**.

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Section E –provides a sample of the MEAP Material Verification Form that was not included in the first printing of the District Coordinator Handbook.

## MEAP Assessment Administration

Valid and reliable MEAP assessment requires that assessments are first constructed in alignment with **Michigan content standards** and then administered and scored according to sound measurement principles. Sound assessment practices require that schools administer all assessments in a consistent manner across the state so that all students have a fair and equitable opportunity for a score that accurately reflects their achievement in each subject.

The schools play a key role in administering the MEAP assessments in a manner consistent with established procedures, monitoring the fair administration of the assessment and working with the MEAP Office to address deviations from established assessment administration procedures. District and school faculty members play a key role in the fair and equitable administration of successful MEAP assessment. Please review the assessment procedures in the MEAP Assessment Administrator Manual, follow the established assessment administration procedures carefully, and notify the MEAP Office if a problem arises.

### District MEAP Coordinator Responsibilities

Each district or school has one person designated as the district MEAP coordinator who is responsible for

- reading and becoming familiar with the information in this handbook, the building coordinator handbook, and assessment administrator manuals prior to the assessment window.
- serving as the contact person between the district and the MEAP Office and/or MEAP Scoring Services.
- coordinating the ordering, distribution, collection, return, and security of assessment materials.
- directing the accurate completion of student identification information and “School Use Only” sections of student answer folders.
- disseminating assessment information contained in correspondence to district and school staff (including administrators, curriculum directors, teachers, and counselors), and to students and parents where appropriate.

The principal (or a designee) of non-public schools serves as the district MEAP coordinator.

In addition, district and building MEAP coordinators must review assessment coordinator responsibilities on the following pages, B-2 to B-5.

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**My District Assessment Coordinator**

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Phone

email

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Office of Educational Assessment and Accountability

**Building Assessment Coordinator Responsibilities**

Each school building that is involved in administering assessments (including adult and alternative education programs) should have a Building Assessment Coordinator. The Building Assessment Coordinator has a key role in setting the tone of high performance with integrity for the building and holds specific responsibilities. The Building Assessment Coordinator shall:

**Before Assessment Administration**

- Serve as the building contact person between the school and the District Assessment Coordinator.
- Attend training conducted by the District Assessment Coordinator and apply procedures appropriate to the specific assessment.
- Read and adhere to the information in the Assessment and Administrator Manuals.
- Develop and disseminate an assessment plan for the building including: a schedule of days and times; rooms to be used; staff to be involved; accommodations to be provided for; impact on buses, bell schedules, lunches, and other events; and plans for students not being assessed at any given time.
- Train the Assessment Administrators and Proctors on administrative procedures and ethical practices.
- Provide information regarding ethical and unethical assessment practices information to students, assessment administrators, proctors, teachers, and parents.
- Conduct an inventory of assessment materials received from the District Assessment Coordinator.
- Ensure assessment materials are kept in a secure location.
- In rooms used for assessment, ensure that all items (such as displays, charts, maps, tables, bulletin board material, etc.) that contain any information directly related to MDE Benchmarks and GLCEs that could provide information to students in answering questions during test taking have been cleared or covered.
- Assemble and distribute assessment materials to Assessment Administrators.
- Ensure that assessment materials that are allowed by the state assessments are made available to students.
- Assist in making Assessment Administrators aware of any assessment accommodations prescribed in Individualized Education Programs (IEPs), 504 Plans, and instructional practices for English Language Learners.
- Have a plan for students who finish early or who require extra time.
- Reinforce to Assessment Administrators and Assessment Proctors the prohibited use of electronic communication or information storage devices (i.e. pagers, cell phones, PDAs).

**During Assessment Administration**

- Ensure that each room used for assessments has an Assessment Administrator and an Assessment Proctor, if needed, present at all times.
- Ensure that assessment materials are kept secure in a designated location within the school between assessment sessions until all materials are returned to the District Assessment Coordinator.
- Monitor assessment administration sessions to ensure the security and accountability of all secure materials and that standardized assessment procedures are being followed.
- Report and document any assessment irregularities or administrative procedural errors to the District Assessment Coordinator immediately.

**After Assessment Administration**

- Collect and conduct an inventory of assessment materials after the assessment.
- Notify the District Assessment Coordinator of any missing materials and follow instructions for recovering them.
- Ensure that answer documents have been completed and filled in correctly.
- Ensure that any cover or return form has been completed correctly.
- Prepare all assessment materials for return to the District Assessment Coordinator.
- Return assessment materials to the District Assessment Coordinator consistent with required timelines.
- Report and document any incidents that have not been previously reported that deviate from proper administrative procedures.
- Complete Assessment Security Compliance Forms found in the Assessment Administrator Manual and submit all signed forms from any Assessment Administrators, Assessment Proctors, or Accommodation Providers to the District Assessment Coordinator.

## Assessment Administration Materials

### Receipt of Materials

**Spring 2006** MEAP assessment materials will be delivered approximately two weeks before the assessment cycle begins. A packing list will be provided and shipments will include the following:

**MEAP Assessment Administrator Manuals**—One manual is supplied for each district and building MEAP coordinator and each assessment administrator. This manual is available online at [www.michigan.gov/meap](http://www.michigan.gov/meap).

**MEAP District and Building Coordinator Handbooks**—The MEAP District Coordinator handbook and the MEAP Building Coordinator handbook are comprehensive guides that cover the responsibilities of the district MEAP coordinator and also contain specific instructions regarding online registration. An addendum with updated information for each handbook will be shipped. Updated handbooks are available online at [www.michigan.gov/meap](http://www.michigan.gov/meap).

**Assessment Booklets**—There is a separate assessment booklet for each subject. One assessment booklet per student is supplied for each subject. Assessment booklets are secure materials that must be carefully monitored and kept in *locked* storage while in schools. **All assessment booklets (including Braille, enlarged-print, audio, and versions) must be returned to MEAP Scoring Services. No copies shall be made of any assessment booklet or portion thereof. No person, other than students to be assessed, shall be allowed to review or take the assessment.**

**Answer Folders**—**There is a separate answer folder for mathematics, science, and social studies. The English language arts (ELA) assessment has four different answer folders. There is an answer folder for Forms 1-2, one for Forms 3-4, one for Forms 5-8, and one for Forms 9-10. For spring assessments,** answer folders will be preprinted. Schools may register new students online and produce a preprinted label or use the New Student Registration Form (see sample in the MEAP Assessment Administrator Manual). **Student answer folders may not be copied. Answers shall not be transcribed or recorded on any other document.**

**New Student Registration Forms**—These forms should be used as directed by the district MEAP coordinator for those students without a preprinted label or answer folder and for whom the school cannot print a label from the secure site.

**Mathematics Overlay**—One is supplied for each student taking the mathematics assessment.

**MEAP School/Grade Header Sheets**—One of these forms should be completed by the assessment administrator for each grade/subject assessed.

**Class/Group ID Sheet**—One of these should be completed for every teacher or building coordinator.

**MEAP Security Compliance Forms**—This form should be read and signed by all MEAP coordinators, administrators and proctors.

**Orange “Special Handling” Envelopes**—This should be used for the return of word-processed or other documents needing special handling.

**Return Materials Packet**—This contains labels, and instructions on returning the MEAP materials.

Assessment materials come bar-coded and shrink-wrapped in numbered sets. District and building MEAP coordinators should open these packets only as necessary to provide schools and classrooms with the exact quantity of materials needed. Extra materials should not be distributed to building coordinators or assessment administrators unless they are needed for the assessment. Assessment administrators should not open sealed assessment booklet packages until the first day of the assessment for a subject.

### Monitoring of Assessment Shipments

District MEAP coordinators will receive an email from United Parcel Service (UPS) when each shipment is shipped. If the district elected school delivery, the district MEAP coordinator will receive an email from UPS for each school shipment as well as the district materials, i.e., overage shipment. Most shipments should be delivered within two - three days of the email notification. NOTE: If the MEAP Office does not have a current email address for the district MEAP coordinator, they will not receive this email notification. You may update this email address by contacting the MEAP Office at [meap@michigan.gov](mailto:meap@michigan.gov) or by calling at 877-560-8378.

In addition to the email notification from UPS, the status of a shipment can be checked by going to the login page of the MEAP secure website at [www.michigan.gov/meap-secure](http://www.michigan.gov/meap-secure) (you will need to enter your User ID and password). After entering your User ID and Password, look under the left navigation button **Online Registration** and click on *Additional Orders and Shipment Tracking*. Under **Related Links** click on *Shipment Tracking*, enter a district or school name and click on **Go**. The report will provide the following information for all MEAP assessment shipments:

- Destination
- Order Date
- Shipment Type
- Order ID
- Tracking #
- Status
- Estimated Arrival
- Delivery Date

### Shortages and Missing Materials

Immediately upon arrival of assessment materials, district MEAP coordinators should verify that sufficient quantities have been received.

Overage materials should be distributed within the district before requesting additional materials.

Additional material requests are to be gathered from all schools in a district, including adult and alternative education programs, and ordered by the district MEAP coordinator. See Additional Materials below.

### Additional Materials

Additional materials may be ordered online by the district MEAP coordinator at [www.michigan.gov/meap-secure](http://www.michigan.gov/meap-secure). You will need to enter your User ID and password. The Additional Materials form can be found on the left navigation button under **Online Registration** and click on *Additional Orders & Shipment Tracking*. If you experience difficulties with the online ordering system, please contact MEAP Scoring Services at 1-800-204-4109.

### Packaging and Return of Materials – One Return Shipment

Districts are encouraged to complete and return assessment materials as early as possible during the assessment window. The contractor can then begin to scan and score student responses immediately. Please allow students to make-up their assessment during the assessment window. All assessment materials (including Braille, large-print, CD and audio versions) should be returned in one shipment to MEAP Scoring Services, Pearson Educational Measurement, according to the timeline in the MEAP Assessment Administrator Manual. MEAP assessment booklets and student answer folders are secure documents and may not be copied or retained in schools. They must be kept in locked storage both before and after the assessment.



## Materials Return

### District MEAP Coordinator Responsibilities

#### Word-Processed Answer Documents

If a student used a word-processor as an accommodation, his or her written responses **do not need to** be transcribed into a student answer folder by school staff. **Each** word-processed page must be printed and identified with student and assessment identification information, (student name and birth date; student's **state UIC** number; school and district codes and names; assessment window, grade, and subject **OR the student's barcode label can be affixed to each word-processed page**), and inserted into a student answer folder that has all required student identification information completed. Do not staple or otherwise attach word-processed pages to the answer folder. **All student answer folders containing word-processed pages must be shipped in an orange envelope that is marked "Special Handling/Word Processed Documents."** **This envelope is provided to the district MEAP coordinator with the Material Return Kit. This envelope is to be placed on the top of the school's answer folders in the first box returned for each school.**

#### Organizing Answer Folders for Return

The district MEAP coordinator determines who is responsible for completing the MEAP School/Grade Header Sheet and the optional MEAP Class/Group ID Header Sheet.

1. Separate each school's used answer folders by the following subjects, then by grade (if applicable), and then by class/group (if used).
  - Mathematics
  - Science
  - English Language Arts
  - Social Studies
2. Verify that any answer folders that require a New Student Registration Form have the form inserted into the answer folder and that the peel-off barcode label for each New Student Registration Form has been affixed to the correct student answer folder.

**Class/Group ID Sheets, Security Compliance Forms and any orange "Special Handling and/or Word Processed Documents" envelopes must be placed on top in the first box being returned for each school:**

3. Place all the Class/Group ID Sheets for the entire school on top of the School/Grade Header Sheet of the first subject being returned.
4. Place all the Security Compliance Forms for the entire school on top of the Class/Group ID Sheets. Be sure to include a form for each assessment proctor, assessment administrator, building coordinator, and the district coordinator. (The district coordinator form may be placed in the box for any school.)
5. If the orange "Special Handling and/or Word Processed Documents" envelopes were used, place them on top of the Security Compliance Forms.
6. Repeat the process for each school.
7. If shipping all materials from the district coordinator, start a new box for each school, unless all schools can be returned in one box.

**Most districts will return both scorable and non-scorable materials via UPS.**

**Larger districts will return scorable materials via K2 Logistics and non-scorable materials via FedEx Ground.**

#### Instructions for Returning Scorable and Non-Scorable Materials via UPS:

1. Pack materials in the boxes using cushioning materials to keep them secure. It is preferred to use the same boxes that the materials originally came in to ship the materials to the MEAP Scoring Services. If these boxes are not available, use sturdy boxes to return the materials.

2. Remove or black out any old shipping labels, including the original shipping barcode, and seal the box with shipping tape.
3. Affix a blue “Scorable MEAP materials” label to any package containing used answer folders. In addition to the blue label, affix a white, pre-addressed Authorized Return Label (ARS) on each box to be returned.
4. The ARS Tracking Number is scanned at time of pickup. Make no alterations to the label. UPS will not accept ARS packages with altered labels.
5. On the ARS Label, indicate box \_\_\_\_ of \_\_\_\_\_. (Example Box 1 of 2, Box 2 of 2, etc.)
6. To track your return shipments, please remove and save the little tab at the bottom left corner of the ARS label. Each label will have its own unique tracking number.
7. Place the boxes where the UPS driver normally delivers or picks up packages.
8. If UPS does not make regular stops at your location, you may call 1-877-536-2719 to schedule a pickup. This is the UPS customer phone number that has been established by UPS for Pearson to schedule ARS pickups. *Do not call the number that is printed on the back of the ARS Label.*
9. Please have the following information available when you call (1) your phone number (if you have called to schedule UPS pickups or ship materials prior to this call, UPS will have your address information in their system, otherwise this information will need to be provided), (2) the pickup date, (3) this tracking number 1Z65901W0610568660 or one of the tracking numbers from the return ARS labels provide, (4) the number of boxes you are returning, and (5) the average package weight (You can use 15 pounds per box). In most cases your pickup will be scheduled for the following business day or date you requested. You will not receive a return call.
10. Please allow 24 hours for the driver to show up after you call for a pickup. The delivery time is 2 days ground from Michigan to Iowa.
11. If you do not have enough ARS labels, (one is required for each box) call 1-800-204-4109. Do not photocopy the ARS labels. UPS will not accept packages with photocopied ARS labels.
12. After returning your materials for this project, destroy any remaining ARS labels. These labels are project specific so please destroy remaining labels.
13. Fill out the “**MEAP** Materials Return Form” **provided in the Return of Materials Kit** and fax it to 319-358-4293. Instructions are printed on the form.
14. Return of assessment materials immediately after the assessment is strongly encouraged. Because of timeline constraints involved in handscoring written responses and returning results, MEAP will not guarantee the scoring of any answer folder picked up after the deadline.

Instructions for Returning Scorable Materials via K2 Logistics:

1. Larger districts will be using K2 Logistics for the return of scorable materials.
2. Pack materials in the boxes using cushioning materials to keep them secure. It is preferred to use the same boxes that the materials originally came in to ship the materials to the MEAP Scoring Services. If these boxes are not available, use sturdy boxes to return the materials.
3. Remove or black out any old shipping labels, including the original shipping barcode, and seal the box with shipping tape.
4. Affix a blue “Scorable MEAP materials” label to any package containing used answer folders.
5. A K2 Logistics Bill of Lading was provided in the return kit.
6. K2 Logistics will contact the district coordinator to schedule an appointment for the pick-up of scorable materials.

7. K2 Logistics can be contacted at 800-445-7213.
8. Fill out the “**MEAP** Materials Return Form” **provided in the Return of Materials Kit** and fax it to 319-358-4293. Instructions are printed on the form.
9. Return of assessment materials immediately after the assessment is strongly encouraged. Because of timeline constraints involved in handscoring written responses and returning results, MEAP will not guarantee the scoring of any answer folder picked up after the deadline.

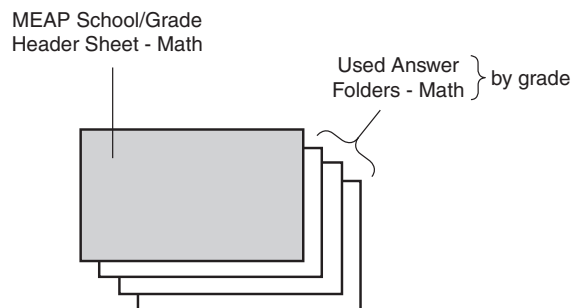
Instructions for Returning Non-Scorable Materials via FedEx:

1. Larger districts will be using FedEx Ground for the return of non-scorable materials.
2. Pack materials in the boxes using cushioning materials to keep them secure. It is preferred to use the same boxes that the materials originally came in to ship the materials to the MEAP Scoring Services. If these boxes are not available, use sturdy boxes to return the materials.
3. Remove or black out any old shipping labels, including the original shipping barcode, and seal the box with shipping tape.
4. Affix a white “non-scorable MEAP materials” label on all packages.
5. A Pearson Educational Measurement Bill of Lading was provided in the return kit.
6. Call the number on the bill of lading to schedule an appointment.
7. Fill out the “**MEAP** Materials Return Form” **provided in the Return of Materials Kit** and fax it to 319-358-4293. Instructions are printed on the form.

### Assembling Answer Folders for Return

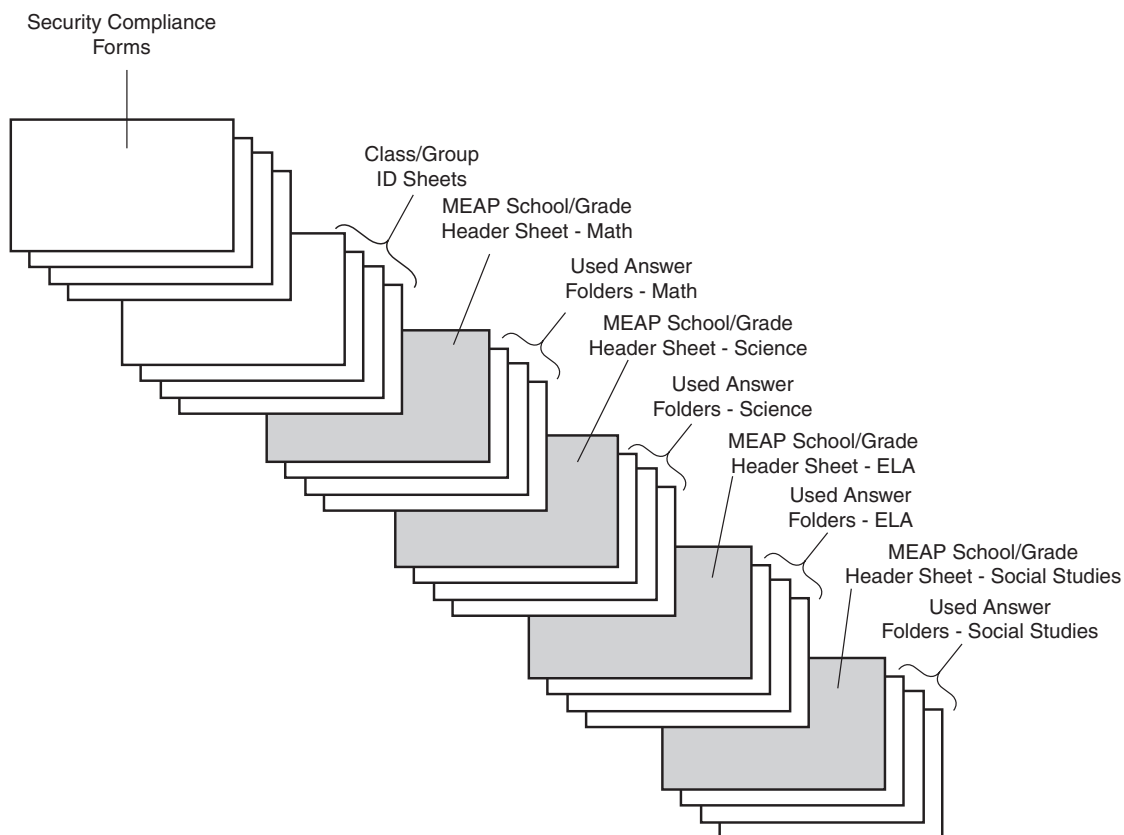
The diagrams below demonstrate how to assemble used answer folders by subject.

For example, assemble your Math Answer Folders as follows:



Continue to assemble used answer folders for each subject.

The diagram below shows how your answer folders will look after all subject areas are assembled for each school.





# MICHIGAN EDUCATIONAL ASSESSMENT PROGRAM

## HIGH SCHOOL ASSESSMENT

SPRING 2006

### DISTRICT/NON-PUBLIC/ISD MATERIAL VERIFICATION FORM



Deliver To: 1234000000  
ANYWHERE PUBLIC SCHOOLS  
1234 ANY ROAD  
ANY TOWN, MI 12345-6789  
POINT OF CONTACT  
Phone: (123) 4567890  
Fax: (123) 4567890

Ship To: 1234000000  
ANYWHERE PUBLIC SCHOOLS  
1234 ANY ROAD  
ANY TOWN, MI 12345-6789  
POINT OF CONTACT  
Phone: (123) 4567890  
Fax: (123) 4567890

The following list contains the security numbers of all assessment documents that are in your district overage shipment. We have provided this form to help you track the assigned documents, whether the documents were returned, and the reason any document was not returned.

#### BEFORE THE ASSESSMENT:

To assist you in tracking the secure assessment documents, write the name of the test administrator receiving the document in the column labeled, Document Assigned. If any documents were not assigned, leave the Document Assigned field blank. If you find a discrepancy with the materials listed or receive information from a school coordinator please make a notation on the checklist and fax immediately to the MEAP Coordinator at 319-358-4293.

#### AFTER THE ASSESSMENT:

For each document being returned, place a check mark in the column labeled Returned. If a document is NOT being returned, explain why in the space provided. If you require additional space for your explanation, write on the back of the form. Please fax your explanation to the MEAP Coordinator at 319-358-4293.

Keep this form for your records for a minimum of two months after receipt of your score reports. You will need to refer to it if an investigation of missing materials takes place. DO NOT return this form with your test materials.

#### Overage For ASSESSMENT, GR 9 SS, FORM 1, SEC

Security Number(s)	Document assigned	Student assigned	Returned	Reason not returned
4550163				

For Internal Use Only:

27-JAN-06 14:23

Pick Batch: 403282

Delivery: 4520611

Order/Line: 1080804/1

Sequence: 01572

Page 1 of 2

**MICHIGAN EDUCATIONAL  
ASSESSMENT PROGRAM****HIGH SCHOOL ASSESSMENT**

SPRING 2006

**DISTRICT/NON-PUBLIC/ISD MATERIAL  
VERIFICATION FORM**

## Overage For ASSESSMENT, GR 9 SS, FORM 7, SEC

Security Number(s)	Document assigned	Student assigned	Returned	Reason not returned
6298443				

## Overage For ASSESSMENT, GR 9 SS, FORM 10, SEC

Security Number(s)	Document assigned	Student assigned	Returned	Reason not returned
6298560				

## Overage For ASSESSMENT, GR 9 SS, FORM 12, SEC

Security Number(s)	Document assigned	Student assigned	Returned	Reason not returned
4724192				

For Internal Use Only:

27-JAN-06 14:23

Pick Batch: 403282

Delivery: 4520611

Order/Line: 1060804/1

Sequence: 01572

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